

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>

ANTICIPATED VACANCY

COURT ANALYST

Annual Base Salary: \$36,115.32

****The successful candidate will be hired at the minimum salary****

Position Number: 009399

Class Code: 7101

General Description

The essential function of the position within the organization is to collect, format, tabulate and analyze information and statistical data for use by management in measuring the effectiveness of court programs and operations and in preparing reports and recommendations for improvements. The position is responsible for performing research and analysis, preparing reports and other informational documents, providing project and training support, and serving as an information resource. The position works under the general supervision of the Budget Manager.

Special Comments:

- The primary function of this position will be to examine court fee assessments, collections, allocations, and expenditures and implement means to increase available funds in all six counties of the Second Judicial Circuit.
- Additional duties will be assigned by the Budget Manager and the Trial Court Administrator.
- This position requires occasional travel to each of six counties using a personal vehicle; travel reimbursement will be made in accordance with state travel regulations.
- Applicants with Florida State Courts System experience are preferred.
- Applicants with experience working with Constitutional Officers and other senior leadership in state or county government are preferred.
- This position will be available no earlier than February 24, 2014.
- A thorough criminal background and prior employment check will be conducted on all finalists.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Collects, tabulates and formats information and statistical data; analyzes and provides information/data for use by management in measuring effectiveness of court programs and operations, and in preparing reports and recommendations for improvements. Prepares reports for court programs, assists in development of training initiatives and departmental publications, and maintains accuracy of statistical databases and/or federal Dependency Grant database.

Collects, reviews, analyzes, audits and amends Summary Reporting System and Jury Management data reports submitted monthly by Florida Clerk of Court offices.

Interacts with court personnel to provide information and answer questions relating to areas of responsibility; contacts Clerks of Court offices to confirm accuracy of data for the Statistical Reference Guide.

Develops charts and templates and provides technical assistance to other analysts and consultants and to special projects, either individually or as a team member.

Works with staff on department projects and other requests by performing analytical and statistical research; provides statistical reports in responding to SRS or Jury Management data requests.

Creates statistical charts and graphs and develops and maintains spreadsheets of data; assists with development of data collection and validity assessment instruments, and participates in data testing.

Builds working relationships with professionals in other divisions of the Court, the Office of the State Courts Administrator, and other judicial stakeholders throughout the state and country.

Serves as staff support for court committees; provides assistance to the Trial Court Administrator in daily operations as directed.

Education and Training Guidelines

- Bachelor's degree in criminology or related social sciences, accounting, finance, statistics, public administration or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Two years of related professional experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Competencies

Data Responsibility:

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

Provides assistance to coworkers to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Reads professional publications; composes complex reports; speaks formally to groups outside the organization.

Complexity of Work:

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom applications.

An application must be submitted for the position listing the appropriate class title and position number for which you are applying.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.